

Student Support Coordinator

Heathside Walton-on-Thames

Walton-on-Thames, Surrey KT12 2JP

Starting September 2025

35 hours per week

Working Pattern: 8:00am – 3:30pm M-F

38.4 weeks term time only

Salary Grade ELM7 (FTE £32,512 - £34,654)

Actual Salary £26,775 - £28,539 per annum

We are seeking to appoint a dedicated and organised individual to join the team at Heathside Walton-on-Thames as Student Services Coordinator. This role offers a unique opportunity to combine a vocation to support young people with their learning and development, with the skills of an experienced and efficient administrator.

Duties will include:

- Supporting the Head of Learning and Form Tutors
- Dealing directly with students, parents, carers and external agencies in matters relating to attendance, behaviour, student well-being and progress
- Provide administrative support including typing letters, reports, minute meetings & organisation of filing systems both electronic and paper
- Organise educational activities and events including but not limited to Parent's Consultation & Information Evenings, work experience placements and any other trips or activities

Candidates should:

- Possess strong communication and interpersonal skills and the ability to relate positively to students, staff, parents and external agencies
- Have a calm yet assertive and professional approach in dealing with young people, to work with students to raise achievement and remove barriers to learning
- Show initiative and be prepared to 'go the extra mile' when necessary
- Be flexible and demonstrate excellent administrative and IT skills

In return we offer:

- A supportive and values-led community where every staff member is integral to our collective success
- A vibrant and collaborative team
- A school where wellbeing is a core component of our everyday practice
- Excellent professional development opportunities
- Local Government Pension Scheme, including generous employer contributions.
- Free on-site parking
- Discounts at retailers, a cycle to work scheme and a free flu vaccination

Closing date: Monday 19th May 2025 at midday

Interviews: w/c 19th May 2025

Applications will be considered as they are received. We reserve the right to make an appointment prior to the closing date.

We are committed to safeguarding and promoting child welfare. Applicants must undergo child protection screening, including checks with past employers and Enhanced DBS disclosure. Committed to equal opportunities, we welcome applications from all sections of the community.

